



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

December 8, 2008

Jeff Salisbury, Owner & President  
Label Impressions, Inc.  
1831 West Sequoia Avenue  
Orange, CA 92868

Dear Mr. Salisbury:

**RE: SMALL BUSINESS FINAL MONITORING MEETING REPORT FOR LABEL IMPRESSIONS  
RETRAINING SB- ET08-0226**

<b>Date of Meeting:</b>	10/14/08
<b>Beginning/Ending Time:</b>	2:00pm – 4:00pm
<b>Date of Last Meeting:</b>	12/20/07
<b>Meeting Location:</b>	Orange
<b>Persons in attendance:</b>	Jeff Salisbury, Owner, Label Impressions, Inc. (LII), Carolyn Deyoe, HR Manager, LII; and Suzanne Godin, ETP Contract Specialist
<b>Action Required:</b>	No

## **CONTRACT INFORMATION:**

<b>Term of Agreement:</b>	10/07/07-2/07/09	<b>Agreement Amount:</b>	\$35,828
<b>Training Start Date:</b>	10/07/07	<b>No. to Retain:</b>	26
<b>Date Training must be Completed:</b>	11/07/08	<b>Range of Hours:</b>	8-160
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	53

*ACTION ITEMS REMAINING  
FROM THE PRIOR MEETING:*

**None**

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[www.etp.ca.gov](http://www.etp.ca.gov)  
ETP (11/12/2007)

## **FINAL REPORT SUMMARY:**

### ***AGREEMENT HISTORY***

The agreement was approved at the September 2007 Panel Meeting and was executed on 11/09/07. Training began on 10/07/07. Ms. Deyoe reported that all training was completed on 9/26/08 which allowed for the 90-day retention period to be completed within the term ending date of the Agreement. ETP two revisions to the SFC Agreement: a modification that revised the range of training hours from 8-60 to 8-120; and an amendment that extended the term of the Agreement by four months and revised the range of training hours from 8-120 to 8-160.

### ***INTERVIEW WITH THE CONTRACT SIGNATORY: JEFFREY SALISBURY***

You reported that the ETP-funded training had been a positive experience and that without the assistance of ETP, LII would not have been able to provide the amount of formal, structured training that it did.

As a result of the business skills, continuous improvement and manufacturing skills acquired from training, LII employees have begun to function as a team and have a better understanding of and respect for each other's jobs and how one individual's performance (or lack of) affects the rest of the company. Communication between departments and between frontline workers and management has improved greatly and a culture of teamwork has begun to emerge. Another noticeable change has been the increased confidence of production workers who have begun to take responsibility for problem solving and are more empowered to make continuous improvement suggestions and interact with management.

Lastly, you stated that although several label manufacturers have been forced to close their doors during this economic downturn, LII has been able to weather the storm and stay busy. You attributed this in part to the skills training delivered during the ETP agreement which has given staff the skills to work leaner and reduce turn around times.

## **PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Job Number	Number Started Training	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training	Number of Trainees Completed Retention
1	30	34*	1	25	25	25

\*4 trainees were enrolled who never began training.

## **DISCUSSION OF PROJECTED EARNINGS:**

Ms. Deyoe stated that the statistics on the class/lab tracking system were correct which showed that 25 trainees (96% of planned retentions) completed the specified range of class/lab hours (8-120) and retention period. LII tracked 1380 eligible hours on the ETP class/lab tracking system for the aforementioned 25 trainees. Therefore, LII is eligible to earn \$35,828 (100 percent of the encumbered amount) if all other agreement conditions are met. As of the date of this report, LII had received \$17,888.50 in unearned progress payments.

**SUBAGREEMENTS:**

No additional subcontracts have been added since the last monitoring visit.

**ATTENDANCE ROSTERS:**

Attendance Rosters reviewed:	12/17/07-9/26/08	Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.	YES
Information contained in rosters reviewed was consistent with the hours reported on-line?			YES

**INVOICES:**

Invoices were not reviewed at this visit.

**OBSERVATION OF TRAINING:**

Training Class Observed (Module / Course as specified in the curriculum):		Continuous Improvement – Leadership Skills	
Number of Trainees observed in class:	1	Number of Trainer(s) observed in same class:	1
Trainer to Trainee ratio in accordance with ETP requirements:			Yes

**INTERVIEWS:**

Number of Trainees Interviewed:	2	Range of time employed by Contractor:	6 mos. -1 yrs.
Occupations of Trainees Interviewed:	Administrative Support Person, Sales Rep,		

**AUDIT:**

You will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable.

Listed below are types of records typically requested during an ETP field audit:

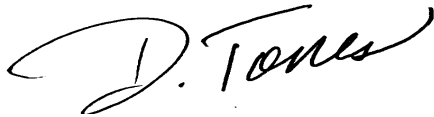
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Suzanne Godin at (619) 686-1918 or at [sgodin@etp.ca.gov](mailto:sgodin@etp.ca.gov) within ten (10) working days from the receipt date of this letter.

Sincerely,



Diana Torres, Manager  
San Diego Regional Office



Suzanne Godin, Contract Analyst  
San Diego Field Office

cc: Master File  
Project File  
Kulbir Mayall, ETP Fiscal Manager